

## Checklist - Applicants for Original School Services License Rules 2002 (School Counselor, School Social Worker and School Nurse)

**Out-of-State Graduates**\_- Include original, official transcripts showing receipt of Bachelor's degree (for School Nurse) or Master's degree (for School Social Worker and School Counselor) in the appropriate program. Transcripts must have the signature of the registrar and the official seal or stamp of the university.

- Complete the entire application, [State Form 9331](#).
- Attach a \$70.00 (\$35 for Evaluation fee, \$35 for Application fee) cashier's check or money order (made payable to the **State of Indiana**) to the application.
- Answer Criminal History question 1-3. Sign your name verifying that this information and application is accurate.
- A copy of your Indiana Professional License Agency license.
- [CPR/ Heimlich maneuver certification](#), please visit our website for more information and a list of acceptable providers.
- Return this checklist with your application.

Submit all materials to the Division of Professional Standards.

Office of Educator Licensing and Development  
151 W. Ohio Street  
Indianapolis, IN 46204-2798

**In-state Graduates** - contact the Indiana College or University where you completed the appropriate program for a recommendation.

- Complete the entire application, [State Form 9331](#).
- Attach a \$35 (Application fee) cashier's check or money order (made payable to the **State of Indiana**) to the application.
- Answer Criminal History questions 1-3. Sign your name verifying that this information and application is accurate.
- A copy of your Indiana Professional License Agency license.
- [CPR/ Heimlich maneuver certification](#), please visit our website for more information and a list of acceptable providers.

Your recommending institution will submit your materials to the Office of Educator Licensing and Development.